



CITY OF HOUSTON

Job Posting

Applications accepted	ALL PERSONS INTERESTED
Job Classification	ADMINISTRATIVE ASSISTANT
Posting Number	PN# 107000
Department	Health & Human Services Department
Division	Office of Surveillance and Public Health Preparedness
Section	Public Health Preparedness
Reporting Location	8000 N Stadium
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
*Subject to change	

DESCRIPTION OF DUTIES
Performs professional administrative functions related to the development and implementation of policies and procedures in the assigned department.

- CORE FUNCTIONS**
- Interprets and implements basic rules, regulations, policies and procedures in day-to-day department operations.
 - Prepares periodic and special reports; compiles information and maintains department reference information.
 - Assists in the coordination of department staff services, such as personnel, purchasing, storekeeping, public relations and office management.
 - Conducts administrative research and long-range planning studies on special management activities.
 - Represents the department head in staff meetings and some conferences; acts as liaison to designated private agencies and organizations.

WORKING CONDITIONS
The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS
Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS
One (1) year of administrative experience is required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS None

- PREFERENCES**
- Preference will be given to applicants with knowledge and experience in City expenditure and purchasing processes.
 - Competence in working with confidential information.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☐ Yes ☒ No
This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION **GRANT FUNDED POSITION**
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:
Salary Range - Pay Grade 17
\$992 - \$1,345 Biweekly \$25,792- \$34,970 Annually

OPENING DATE October 12, 2005

CLOSING DATE October 18, 2005

APPLICATION PROCEDURES
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9471.

An equal opportunity employer